## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, and vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafés, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton, Mono City, Lee Vining, and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation. An outstanding opportunity exists in the beautiful Eastern Sierra.

*BENEFITS:* *Mono County provides generous benefits, including Cal PERS retirement, medical, dental, vision and 401 deferred compensation.*

## TO APPLY

Application materials should be returned to:

**County of Mono, CAO/HR**
**P.O. Box 696, Bridgeport, CA  93517**
**Telephone:  (760) 932-5412**
**Fax:  (760) 932-5411**

**Email: hr@mono.ca.gov**

**www.monocounty.ca.gov**

**Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.**

SPECIAL NOTE:  The provisions of this job bulletin do not constitute an expressed or implied contract.  The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  Any questions or comments about the need for accommodation should be directed to HR.

# COUNTY OF MONO



## INVITES APPLICATIONS FOR

## INFORMATION TECHNOLOGY SPECIALIST II/III

## FINAL FILING DATE:

Open Until Filled
1st Application Review: 8/29/2013

**SALARY:**
**$5,524  - $6,094 DOE**

**Location:  Primarily Mammoth Lakes, CA**

*Equal Employment Opportunity Employer*

# RESPONSIBILITIES

**U**nder supervision of the Mono County IT Director, this position will provide front line support to the Town of Mammoth Lakes and Mono County, including the analysis, design, configuration, and customization of various technology systems; the installation and maintenance of desktop PCs, printers, and other network devices; will act as a project leader on technology implementation projects; will work independently and cooperatively to provide technical and analytical support to other staff; and perform other job related duties as assigned.

## Examples of Duties:

- As a member of a team, review requirements, evaluate compatibility, and implement technology into the organization to resolve user needs
- Install and upgrade computers and devices
- Analyze, design, and maintain computer networks per County/Town standards
- Assist users with analyzing technology problems and implementing appropriate solutions
- Maintain accurate records of computer inventories, documentation, and other relevant material
- Assist with the development and evaluation of IT Standards, Policies, Procedures, and Strategies
- Assist with the purchase of hardware and software
- Work within a project team to analyze, design, configure, install, and manage complex applications and software that support multiple users
- Identify and recommend new technology that has potential to enhance County and Town productivity
- Maintain a high level of education and knowledge of current and future technologies and systems

# QUALIFICATIONS

## Knowledge of:

- Installation, setup, maintenance, and troubleshooting for Microsoft Windows OS devices beginning at XP
- Linux and Microsoft Windows Server beginning with 2003.
- Microsoft-based domain network management, including network monitoring, and best practices
- Virtualization (using VMWare) and enterprise level data storage & backup
- Enterprise class applications including (but not limited to) Microsoft Exchange, SQL Server, Citrix, CRM/work order tracking, remote access software, etc.
- Video conferencing equipment
- The basics of systems integration, data management, and accessibility
- Problem analysis techniques and the importance of timely implementation of changes

## Ability & Willingness to:

- Plan and perform the installation of servers, PCs, networks, and related technology for users
- Recommend and implement solutions to problems while keeping costs low
- Accurately gather and organize data and make recommendations
- Create, maintain, and interpret hardware and software specifications
- Read and interpret operating and technical manuals
- Coordinate and prioritize projects and resources
- Identify and evaluate new technology and software
- Develop Requests for Proposals (RFPs) and Feasibility Study Reports (FSRs)
- Make group presentations and provide trainings
- Prepare clear, concise, and accurate records including documentation

# JOB DETAILS

## Location:

Primarily Town of Mammoth Lakes, but travel will be required throughout the County.

## Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Level II:** Three (3) years experience installing and supporting computers as an Information Technology Specialist I or equivalent; or

Three (3) years experience installing and supporting a Microsoft-based network with a combination of routers, switches, firewalls, computers, servers.

**Level III:** All of the above, including four (4) years experience installing and supporting computers as an Information Technology Specialist II or equivalent.

## Special Requirements:

Possession of a valid Driver's License.

May work other than a normal 8:00 a.m. to 5:00 p.m. shift.

# THE EXAM PROCESS

The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral interview with County management staff.

For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Human Resources Employment Opportunities website:
www.monocounty.ca.gov